

## **ARTICLE 104-04**

### **SUPERVISION AND TRAINING**

Chapter  
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##### **104-04-01-01. Supervision of trainees.**

1. Supervisors of trainees must be competent professional workers who hold a valid North Dakota hearing aid dealers license. The supervision of the trainees must entail the personal direct involvement of the supervisor in a way that will permit the supervisor to attest to the adequacy of the trainee's performance in the training experience.
2. Knowledge of the trainee's work may be obtained in a variety of ways, such as conferences, audio and videotape recordings, written reports, staffings, discussions with other persons who have participated in the training of the trainee, and must include direct observation of the trainee performing pure-tone air and bone conduction and speech audiometric evaluations, interpretation of audiograms, troubleshooting hearing instruments and sound-field testing of subjects, as well as taking case history information and performing such other activities considered important to the preparation for licensure.
3. A supervisor may have a maximum of three trainees concurrently.
4. All professional contacts between the supervisor and trainee must be entered in the trainee logbook. The trainee may not make any sale of a hearing instrument without first consulting with the supervisor and obtaining the supervisor's approval and signature of such approval in the supervisor's logbook prior to such sale.
5. A person who holds a temporary training permit is required to be under direct supervision until having passed one of the two exams of the licensing process. If the trainee has not successfully passed both examinations of the licensing process within the first year, a temporary training permit may be renewed or reissued once upon payment of the required fees. At this time the trainee is required to be under direct

supervision of the trainee's supervisor until such time as both parts of the examination have been successfully passed.

**History:** Effective July 1, 1996.

**General Authority:** NDCC 43-33-14

**Law Implemented:** NDCC 43-33-07, 43-33-08

**104-04-01-02. Training requirements.** Training requirements are as set forth in North Dakota Century Code section 43-33-08. In addition, the board also strongly recommends completion of the basic home study course by the national institute of hearing instruments studies or its equivalent.

**History:** Effective July 1, 1996.

**General Authority:** NDCC 43-33-14

**Law Implemented:** NDCC 43-33-08

**104-04-01-03. Responsibility of supervisor.** A trainee supervisor is responsible to:

1. Provide the day-to-day supervision of the trainee, including assigning a licensed supervisor for temporary absences.
2. Provide the trainee with materials and equipment necessary for appropriate audiometric and hearing instrument evaluation and fitting procedures.
3. Supplement the trainee's background information through reading lists and other references.
4. Conduct inservice training for trainees.
5. Act as consultant to the trainee, that is:
  - a. Provide time for conferences for the trainee.
  - b. Be able to provide a variety of resource materials, approaches, and techniques which are based on sound theory, successful practice, or documented research.
6. Establish goals with the trainee which are realistic, easily understandable, and directed toward the successful completion of trainee requirements; and:
  - a. Observe the trainee in all aspects of the hearing instrument fitting process.
  - b. Confer with the trainee following trainee's contact with client.

- c. Provide opportunity for the trainee to give feedback on the trainee's practicum experiences both during and after the practicum experience, either in writing or through conferences.
7. Assist and encourage the trainee to utilize supportive professional sources.
8. Be aware of and adhere to state and federal laws relating to hearing instrument fitting and dispensing.
9. Be aware of and assist the trainee in fulfilling licensing requirements of the state of North Dakota.
10. Notify the board within ten days following termination of trainee supervision.

**History:** Effective July 1, 1996.

**General Authority:** NDCC 43-33-14

**Law Implemented:** NDCC 43-33-08

**104-04-01-04. Forms to be used.**

1. The board hereby adopts the following forms:
  - a. State board practicum examination score sheets (see appendix C of guidelines for evaluating candidates for the practical test of proficiency).
  - b. Trainee log.
  - c. Supervisor's log.
2. Copies of these forms may be obtained by contacting the board licensure secretary.

**History:** Effective July 1, 1996.

**General Authority:** NDCC 43-33-14

**Law Implemented:** NDCC 43-33-14